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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
DO ANNUAL RECORDS INVENTORY – 1985

FROM:
C/IMS/MPG/IRMB

EXTENSION | NO.

STAT

DATE 6 Feb 86

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/IMB/OIS/DDA Rm 1236 Ames Bldg				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

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~~C O N F I D E N T I A L~~

MEMORANDUM FOR: Chief, Information Management Branch
Office of Information Services, DDA

25X1 FROM: [redacted]
Chief, Information Management Staff

SUBJECT: DDO Annual Records Inventory - 1985

REFERENCE: Memorandum from Chief, OIS/Information Management Branch Regarding Agency IMOs' Reporting Inventoried Records Holdings

Attached herewith are two each completed copies of Form 3581 (Annual Report of Records Holdings) submitted in compliance with reference request.

25X1 [redacted]

Attachment: a/s

25X1

WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

[redacted]

~~C O N F I D E N T I A L~~

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD

FROM: (Directorate and Office) DDO 85

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I.	OFFICE FILES:			
a.	Case, Subject, Chronos, Etc.	25,142.9	25,542.0	+ 399.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100.1	100.1	0.0
d.	Other *(Describe)*			
	TOTAL LINEAR FEET OF OFFICE FILES	25,243.0	25,642.1	+ 399.1
II.	CARD-SIZE FILES:			
a.	3x5 Cards	2,248.3	1,888.2	- 360.1
b.	5x8 Cards photo files	493.6	506.1	+ 12.5
c.	Punch Cards	194.9	203.6	+ 8.7
d.	Abstracts	186.7	87.2	- 99.5
e.	Aperture Cards			
f.	Microfiche	918.6	837.9	- 80.7
g.	Other *(Describe)*			
	TOTAL LINEAR FEET—CARD-SIZE FILES	4,042.1	3,523.0	- 519.1

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III.	MAGNETIC RECORDS:			
a.	Computer Tapes	515	338	- 177
b.	Audio Tapes	2,010	4,008	+1,998
c.	Video Tapes	932	1,387	+ 455
d.	Disc Packs	216	286	+ 70
e.	Word Processing Magnetic Tapes	258	0	- 258
f.	Word Processing Magnetic Cards	7,020	2,880	-4,140
g.	Magnetic Diskettes 5¼"	2,592	2,612	+ 20
h.	Magnetic Diskettes 8"	2,880	4,995	+2,115
i.	Paper Tapes			
j.	Other *(Describe)*			
IV.	FILM RECORDS:			
a.	Microfilm—16mm Reels	9,270	14,273	+5,003
b.	Microfilm—35mm Reels	1,555	2,171	+ 616
c.	Microfilm Cassettes			
d.	Movie Film		386	+ 386
e.	Other *(Describe)* slides		1,843	+1,843

Comments:

STAT Si

Date: 23 January 1986

FO 9-85 3361 EDITIONS

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Annual Report of Records Holdings (Hqs.) for 1985

STAT
STAT

FROM: [redacted] C/MPG/IRMB

EXTENSION [redacted] NO

DATE 30 December 1985

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/IMS/MPG				
2.				
3. C/IMS				For signature
4.				
5. C/MPG/IRMB				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

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ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 85

TO: OIS/IRMD

FROM: (Directorate and Office) DDO

		ANNUAL LINEAR FOOTAGE		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
I. OFFICE FILES:				
a.	Case, Subject, Chronos, Etc.	25,142.9	25,542.0	+ 399.1
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.			
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	100.1	100.1	0.0
d.	Other *(Describe)*			
TOTAL LINEAR FEET OF OFFICE FILES		25,243.0	25,642.1	+ 399.1
II. CARD-SIZE FILES:				
a.	3x5 Cards 224.8	2,248.3	188.6 1,888.2	- 360.1
b.	5x8 Cards photo files 82.3	493.6	84.4 506.1	+ 12.5
c.	Punch Cards 48.7	194.9	50.9 203.6	+ 8.7
d.	Abstracts 14.7	186.7	4.1 87.2	- 99.5
e.	Aperture Cards			
f.	Microfiche 153.7	918.6	139.7 837.9	- 80.7
g.	Other *(Describe)*			
TOTAL LINEAR FEET—CARD-SIZE FILES		4,042.1	3,523.0	- 519.1
		528	473	- 55

		QUANTITY OF EACH		
		PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
III. MAGNETIC RECORDS:				
a.	Computer Tapes 73.6	515	48.3 338	- 177
b.	Audio Tapes 100.1	2,010	200.9 4,008	+1,998
c.	Video Tapes 133.1	932	198.1 1,387	+ 455
d.	Disc Packs 108.0	216	143.0 286	+ 70
e.	Word Processing Magnetic Tapes 3.6	258	— 0	- 258
f.	Word Processing Magnetic Cards 1,170.0	7,020	480.0 2,880	-4,140
g.	Magnetic Diskettes 5¼" 4.3	2,592	4.4 2,612	+ 20
h.	Magnetic Diskettes 8" 12.0	2,880	20.8 4,995	+2,115
i.	Paper Tapes			
j.	Other *(Describe)*			
		1,605	1,095	- 510
IV. FILM RECORDS:				
a.	Microfilm—16mm Reels 110.4	9,270	169.9 14,273	+5,003
b.	Microfilm—35mm Reels 28.8	1,555	40.2 2,171	+ 616
c.	Microfilm Cassettes			
d.	Movie Film		55.1 386	+ 386
e.	Other *(Describe)* slides		1,843	+1,843
Comments:		139	265	+ 126
		27,515	27,475	- 40

STAT **Signature of Component RMO:** **Date:**

FORM 9-85 3581 OBSOLETE PREVIOUS EDITIONS

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FM: FY-81 REPORT TO CONGRESS ON THE RECORDS DISPOSITION ACTIVITIES OF THE FEDERAL GOVERNMENT (44 U.S.C. 3303 a(f)) - April 1985 -- PUT OUT BY NARA

Appendix A.--Storage Cost Comparisons Per Cubic Foot of Records

Fiscal Years 1975-1984

	1975	1976	1977	1978	1979	1980	1981	1982	1983	1984
Agency Office Space and Equipment	$8.71	8.98	6.79	7.87	8.10	8.56	9.26	10.61	10.78	13.34
Federal Records Center Space and Equipment	$0.53	0.72	0.54	0.65	0.57	0.62	0.70	0.80	0.83	0.89
Cost Avoidance	$8.18	8.26	6.25	7.22	7.53	7.94	8.56	9.81	9.95	12.45

Appendix A

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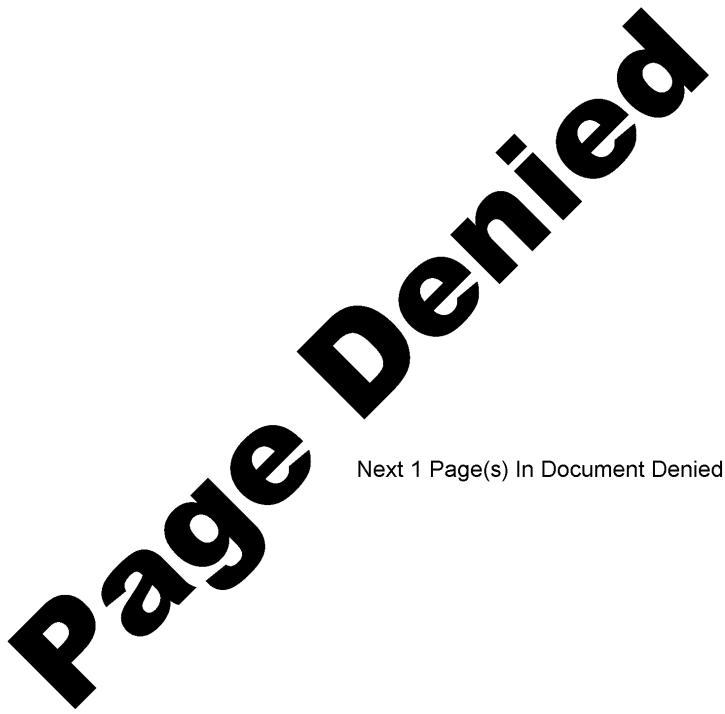

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office)
Office of Director, OIS

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			61.5	62.
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			9.7	10
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			.1	
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			12.7	13
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm)	NUMBER (35mm)	16mm ÷ 84 =	
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				85
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				353
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	- 268
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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SIGNATURE OF RECORDS OFFICER

DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: (Directorate and Office)
IRMD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			197.6	198
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			1.5	1
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.			104.5	105
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.				
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes	8	÷ 7 =	1
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		.8 ÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels — NUMBER (16mm): 91	NUMBER (35mm)	16mm ÷ 84 =	1
			35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		.6 ÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				306
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				408
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	- 102
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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SIGNATURE OF RECORDS OFFICER

DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

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TO:

FROM: (Directorate and Office) RPD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			72.3	72
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			8	1
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			20.4	20
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		1 ÷ 6 =	1
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		.4 ÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		22.8 ÷ 6 =	4
7. TOTAL VOLUME ON HAND (1 through 6)				98
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				669
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	- 571
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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SIGNATURE OF RECORDS OFFICER

DATE

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: *(Directorate and Office)* IPD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			583.5	584
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			18.3	2
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			35.1	35
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) 23 / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		39[illegible]3 ÷ 6 =	7
7. TOTAL VOLUME ON HAND (1 through 6)				628
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				568
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	+ 60
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

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Federal Property Management Regulations require that each Federal agency submit to the National Archives and Records Service a yearly summary report of its record holdings.

INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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ANNUAL REPORT OF RECORDS HOLDINGS

NOTE: SHOW ALL VOLUME IN CUBIC FEET USING THE CONVERSIONS FURNISHED ON THE FRONT AND BACK OF THIS FORM.

TO:

FROM: *(Directorate and Office)* CRD

			LINEAR FEET	CUBIC FEET
1. OFFICE FILES: Correspondence, Cases, Etc.			73.8	74
2. CARD-SIZE FILES: Indexes, Tab Cards, Others. DO NOT include microforms.			3.3	1
3. ODD-SIZE MATERIAL: Maps, Photographs, Charts, Movie Film, Etc.				
4. REFERENCE MATERIAL: Library books, Catalogs, Manuals, Etc.			6.5	7
5. MAGNETIC RECORDS	Computer Tapes	NUMBER	÷ 7 =	
	Audio Tapes		÷ 20 =	
	Video Tapes		÷ 7 =	
	Disc Packs		÷ 2 =	
	Word Processing Magnetic Tapes		÷ 72 =	
	Word Processing Magnetic Cards		.1 ÷ 6 =	
	Magnetic Diskettes 5¼"		÷ 5 =	
	Magnetic Diskettes 8"		÷ 2 =	
	Paper Tapes (on reels)		÷ 72 =	
6. MICROFORM RECORDS	Reels	NUMBER (16mm) / NUMBER (35mm)	16mm ÷ 84 = / 35mm ÷ 54 =	
	Aperture Cards		÷ 6 =	
	Microfiche		.2 ÷ 6 =	
7. TOTAL VOLUME ON HAND (1 through 6)				82
8. VOLUME OF RECORDS REPORTED ON HAND LAST FISCAL YEAR				75
9. DIFFERENCE BETWEEN ITEMS 7 AND 8 ABOVE			INCREASE / DECREASE	+ 7
10. VOLUME DESTROYED WITHIN OFFICES DURING CURRENT FISCAL YEAR				

FORM 12-81 3581 OBSOLETE PREVIOUS EDITIONS

SIGNATURE OF RECORDS OFFICER

DATE

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INSTRUCTIONS

Certain conversion rates have been incorporated into the inventory form adjacent to the items for ready reference. The following are additional conversions needed for other items listed.

	EQUALS ONE CUBIC FOOT
Letter and legal files	1 linear foot
Map Cabinet	1/2 drawer
3 x 5 Cards	10 linear feet
4 x 6 Cards	6 linear feet
5 x 8 Cards	4 linear feet

Measurement should be as simple as possible; figures rounded to the nearest half-foot are adequate. If you find it necessary to measure to the nearest inch, however, submit measurements in tenths of a foot, using the following standard:

1"=.1	2"=.2	3"-4"=.3	5"-.4	6"=.5
7"=.6	8"=.7	9"-10=.8	11"=.9	12"-1.0

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